

Brick Township Board of Education District Policy

Administration

Series 2000

Chief School Administrator

Policy 2131 [M]

Date Adopted: November 20, 2008

Date Revised: July 31, 2014,
November 19, 2015

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Date Reviewed:

The Brick Township Board of Education, in compliance with state law, will evaluate the superintendent at least annually. Each evaluation shall be in writing, a copy shall be provided to the superintendent and the superintendent and the board shall meet to discuss the findings. The evaluations shall be based upon the goals and objectives of the district, the responsibilities of the superintendent and such other criteria as the State Board of Education shall by regulation prescribe. Every newly appointed or elected board member shall complete the New Jersey School Boards Association's training program on evaluation of superintendents within six months of commencement of his/her term of office. The purpose of the evaluation shall be:

- A. To promote professional excellence and improve the skills of the superintendent;
- B. To improve the quality of the education received by the students served by the public schools of the district;
- C. To provide a basis for the review of the job performance of the superintendent. enhance

Role and Responsibility of the Board

The role and responsibility of the board in this evaluation shall be:

- A. To complete a New Jersey School Boards Association training program on the evaluation of the superintendent within six months of the commencement of newly appointed or elected district board member's term of office (N.J.S.A. 18A:17-20.3, b; see board policy 9200 Orientation and Training of Board Members);
- B. To review, revise and adopt procedures suggested by the superintendent for implementation of this policy;
- C. To determine whether the services of a qualified consultant will contribute substantially to the evaluation process and to engage such a consultant as deemed appropriate to assist the board. The evaluation itself shall be the responsibility of the board;
- D. To adopt an individual plan for professional growth and development of the superintendent based in part upon any needs identified in the evaluation. This plan shall be mutually developed by the board and the superintendent. The duration of the plan will be three to five years, depending on the superintendent's contract with the school district.

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The board may determine whether to establish quantitative and/or qualitative merit criteria and the data to be used to establish the superintendent's achievement of any established merit goal;

- E. To hold an annual summary conference between a majority of its total membership and the superintendent. The annual summary conference shall be held before the written performance report is filed. The conference shall be held in private, unless the superintendent requests that it be held in public. The conference shall include, but not be limited to, review of the following:
1. Performance of the superintendent based upon the job description;
 2. Progress of the superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
 3. Indicators of student progress and growth toward program objectives.
- F. To prepare, by July 1, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the board. This report shall include:
1. Performance areas of strength;
 2. Performance areas needing improvement based upon the job description and evaluation criteria in "E" above;
 3. Recommendations for professional growth and development;
 4. A summary of available indicators of student progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the superintendent;
 5. Provision for performance data which have not been included in the report prepared by the board of education to be entered into the record by the superintendent within 10 working days after the completion of the report.
- G. To add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth to a superintendent's personnel file. The records shall be confidential and not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. To determine whether the superintendent has performed contractual duties so ineffectively or has engaged in conduct unbecoming a superintendent such that tenure charges should be certified to the Commissioner of Education as applicable or other appropriate disciplinary action taken.

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Role and Responsibility of the Superintendent

The board shall determine the role and responsibility in consultation with the superintendent. The superintendent shall provide information and propose procedures for:

- A. Development of a job description and evaluation criteria, based upon the district's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the superintendent. The evaluation criteria shall include but not be limited to available indicators of student progress;
- B. Specification of methods of data collection and reporting appropriate to the job description;
- C. Design of evaluation instruments suited to reviewing the superintendent's performance based upon the job description;
- D. Establishing an evaluation calendar to include a date for the annual conference and including appropriate information to allow proper consideration of all the items to be included in the subsequent written performance report;
- E. After the board's adoption of the annual written performance report, to provide all other appropriate information relative to evaluation of his/her performance not contained in the report.
- F. Preparation and review of the Professional Growth Plan for the administrator's professional development.

The policy shall be delivered to the superintendent upon adoption. Amendments to the policy shall be distributed within 10 working days after adoption.

Acting Superintendent

In the temporary absence of the superintendent, due to illness or absence from the State, an acting superintendent shall be appointed. This appointment shall be made by the board according the established chain of command detailed in the board approved organizational chart (see board policy 2121 Line of Responsibility).

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Legal References

NOTE: These legal references pertain primarily to the superintendent's employment and evaluation. Many specific responsibilities are assigned by other statutes and administrative code regulations.

- NJSA** 18A:4- 15 General rule- making power
18A:6- 10 through - 17 Dismissal and reduction in compensation of persons under tenure in public school system
18A:12-21 et seq. School Ethics Act
18A:17- 15 through - 21 Appointment of superintendents; terms;
18A:17-20 Tenured and non-tenured superintendents; general powers and duties
18A:17- 24 Clerks in superintendent's office
18A:17-24.1 Shared Administrators, Superintendents
18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions
18A:28- 3 through - 6.1 No tenure for noncitizens
18A:29- 14 Withholding increments; causes; notice of appeals
40:8A-1 et seq. Interlocal Services Act
- NJAC** 6A:9-12 Requirements for Administrative Certification
6A:28-1.1 et seq. School Ethics Commission
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32- 4.1 et seq. Employment and Supervision of Teaching Staff
6A:32- 4.3 Evaluation of tenured and nontenured superintendent
6A:32- 4.4 Evaluation of tenured teaching staff members
6A:32- 4.5 Evaluation of nontenured teaching staff members
- 8 U.S.C. 1101 et seq. - Immigration and Nationality Act
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)